

GUIDE TO THE IMPLEMENTATION OF ELECTRONIC TRANSCRIPTS AND STUDENT RECORDS

Pre-Kindergarten Through Postsecondary Edition

Part 4 of 9

Transaction Set 146 Request for Student Educational Record (Transcript)

Authored by Members of the
American National Standards Institute
Accredited Standards Committee X12
Subcommittee A: Education Administration

Version 4
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Note to User:

The Electronic Transcripts and Student Records suite of formats is made up of five transaction sets:

TS130-Student Educational Record (Transcript)
TS131-Student Educational Record (Transcript) Acknowledgment
TS146-Request for Student Educational Record (Transcript)
TS147-Response to Request for Student Educational Record (Transcript)
TS997-Functional Acknowledgment

The "Guide to the Implementation of Electronic Transcripts and Student Records, Pre-Kindergarten through Postsecondary Edition" provides usage details for the elementary, secondary, and postsecondary education communities. Based on ANSI ASC X12 Version 4 Release 1, the Guide was made available in April 1998.

Part 1--Chapters 1-3: Additional critical information for proper use of the transaction sets as a whole

Chapter 1: Introduction

Chapter 2: ASC X12 Nomenclature

Chapter 3: Acknowledgment Process

Part 2--TS130: Student Educational Record (Transcript)

Part 3--TS131: Student Educational Record (Transcript) Acknowledgment

Part 4--TS146: Request for Student Educational Record (Transcript)

Part 5--TS147: Response to Request for Student Educational Record (Transcript)

Part 6--TS997: Functional Acknowledgment

Part 7--Appendix A: Change Summary

Part 8--Appendix B: Data Element Dictionary

Part 9--Appendix C: Segment Summary

The above documentation is available electronically, free of charge, in Microsoft Word 97 format (.doc), Portable Document Format (.pdf), and Rich Text Format (.rtf) from <http://nces.ed.gov/edi.html> under the "Implementation Documents" link. Bound copies may be purchased from the AACRAO Distribution Center by calling (301) 490-7651 or by fax at (301) 206-9789. The publication order number is 6007.

Documentation for the five transaction sets was developed using SpecBuilder Version 3.2 from EDIfECS Corporation and is downloadable in native SpecBuilder format (.eds) from their web page-<http://www.edifecs.com>. This format provides a navigable version of the transaction sets and is intended to be used as a replacement for the hyper-linked capability provided in the previous version of the Guide. A copy of either SpecViewer (downloadable, free of charge, from the EDIfECS home page) or SpecBuilder (available from EDIfECS) is required to view the native SpecBuilder output. While it is possible to print from either SpecViewer or SpecBuilder, it is suggested that locally printed copies be generated from the .doc, .pdf, or .rtf files since they have been enhanced for that purpose.

A postsecondary edition has been published by the Postsecondary Electronic Standards Council and is available, free of charge, electronically at <http://www.standardscouncil.org/transsets.htm>. Bound copies may be purchased from the AACRAO Distribution Center by calling (301) 490-7651 or by fax at (301) 206-9789. The publication order number is 6006.

146

Request for Student Educational Record (Transcript)

Functional Group=R_Y

This Draft Standard for Trial Use contains the format and establishes the data contents of The Request for Student Educational Record (Transcript) Transaction Set (146) within the context of an Electronic Data Interchange (EDI) environment. This transaction set is used by educational institutions to which a student has applied for admission. This request is then sent to the educational institution which the student is currently attending or previously attended.

Heading (Table 1):

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage	Page
010	ST	Transaction Set Header	M	1			Must use	5
020	BGN	Beginning Segment	M	1			Must use	6
030	ERP	Educational Record Purpose	M	1		N1/030	Must use	9
040	REF	Reference Identification (Student Identification Number)	M	10		N1/040	Must use	10
050	DMG	Demographic Information	O	1			Used	12
060	IND	Additional Individual Demographic Information	O	1			Used	15
070	SSE	Entry and Exit Information	O	1		N1/070	Used	19
080	SST	Student Academic Status	O	1		N1/080	Used	21
090	NTE	Note/Special Instruction	O	15			Used	23
LOOP ID - N1					2			
100	N1	Name (Sending/Receiving Institution)	M	1		N1/100	Must use	24
110	N2	Additional Name Information	O	1			Used	26
120	N3	Address Information (Street Address of Sending/Receiving Institution)	O	1			Used	27
130	N4	Geographic Location	O	1			Used	28
140	PER	Administrative Communications Contact	O	1			Used	30
LOOP ID - IN1					15			
150	IN1	Individual Identification	M	1		N1/150	Must use	32
160	IN2	Individual Name Structure Components	M	10			Must use	36
170	N3	Address Information	O	1			Used	37
180	N4	Geographic Location	O	1			Used	38
190	SE	Transaction Set Trailer	M	1			Must use	40

Notes:

- 1/030 The ERP segment is used to indicate what type of student record is being requested.
- 1/040 The REF segment is used to indicate the student's identification numbers.
- 1/070 The SSE segment is used to indicate dates of attendance at the institution receiving the request.
- 1/080 The SST segment is used to indicate the date of high school graduation.
- 1/100 The N1 loop identifies the sending and receiving institutions.
- 1/150 The IN1 loop indicates the name and address of the student.

Note to User:

Segments can carry different connotations depending on their location within the transaction set. Therefore, instructions within a segment are tailored to the segment's relative position.

Valid values for a particular instance of a data element are also highly dependent on the data element's location. Relevant code values for a data element are listed with each occurrence unless the list is very long AND all codes are relevant regardless of location within the transaction set. The country codes for data element 26 in the N4 segment, for example, are only listed in Appendix B. Some code values for some data elements have extended definitions to further explain the usage of the code. Extended definitions are listed only in Appendix B unless required for proper interpretation as is the case with many occurrences of Data Element 1073-Yes/No Condition or Response Code.

A new attribute column, Usage, appears in this version of the Guide. Codes for this column are:

Must Use = must be sent

Used = may be sent but is not required

K12 Only = sent only in elementary/secondary to elementary/secondary transmissions

Postsec Only = sent only in transmissions from postsecondary institutions

Not Used = not used in this transaction set at the current position

Refer to Chapter 2 for a complete description of the columns and codes used in the segment summary and the segment details which follow.

ST Transaction Set Header

Pos: 010	Max: 1
Heading - Mandatory	
Loop: N/A	Elms: 2

To indicate the start of a transaction set and to assign a control number

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
ST01	143	Transaction Set Identifier Code Description: Code uniquely identifying a Transaction Set <u>Code</u> <u>Description</u> 146 Request for Student Educational Record (Transcript)	M	ID	3/3	Must use
ST02	329	Transaction Set Control Number Description: Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set Note to User: This is the identifying control number assigned and maintained by the sender of the transaction set. This value is assigned by the sender in such a way that it is unique to the transaction being sent. This value must match that in data element SE02. It should be returned in AK202 of TS997 (Functional Acknowledgment). Besides the TS997, the receiver of a TS146 should respond by either transmitting the student's educational record (TS130) or indicating why the record will not be sent (TS147). In either case, this value is returned to the sender of the TS146 in BGN02 of the response transaction set.	M	AN	4/9	Must use

Semantics:

- The transaction set identifier (ST01) used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).

BGN Beginning Segment

Pos: 020	Max: 1
Heading - Mandatory	
Loop: N/A	Elms: 9

To indicate the beginning of a transaction set

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
BGN01	353	Transaction Set Purpose Code Description: Code identifying purpose of transaction set Note to User: If the value in this field is '07' or '18', then the Transaction Set Control Number (ST02) from the earlier request is transmitted in an REF segment with REF01 = 'F8'. <u>Code Description</u> 00 Original 07 Duplicate This request is identical to an earlier request. 18 Reissue This request contains corrected and/or additional information and supercedes an earlier request for the same student.	M	ID	2/2	Must use
BGN02	127	Reference Identification Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Note to User: This is a reference number or identification number assigned by the sender of this transaction set. This value is returned to the sender of the TS146 as the Original Reference Number in one of the ten occurrences of the REF segments at position 1/040 of either TS130 (Student Educational Record (Transcript)) or TS147 (Response to Request for Student Educational Record (Transcript)).	M	AN	1/30	Must use
BGN03	373	Date Description: Date expressed as CCYYMMDD Note to User: This is the date the transaction was originated by the sender.	M	DT	8/8	Must use
BGN04	337	Time Description: Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99) Note to User: This is the time the transaction was originated by the sender.	X	TM	4/8	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
BGN05	623	Time Code Description: Code identifying the time. Note to User: This indicates the time zone or type of time in BGN04. <u>Code Description</u> AD Alaska Daylight Time AS Alaska Standard Time AT Alaska Time CD Central Daylight Time CS Central Standard Time CT Central Time ED Eastern Daylight Time ES Eastern Standard Time ET Eastern Time GM Greenwich Mean Time HD Hawaii-Aleutian Daylight Time HS Hawaii-Aleutian Standard Time HT Hawaii-Aleutian Time LT Local Time MD Mountain Daylight Time MS Mountain Standard Time MT Mountain Time ND Newfoundland Daylight Time NS Newfoundland Standard Time NT Newfoundland Time PD Pacific Daylight Time PS Pacific Standard Time PT Pacific Time TD Atlantic Daylight Time TS Atlantic Standard Time TT Atlantic Time UT Universal Time Coordinate	O	ID	2/2	Used
BGN06	127	Reference Identification Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	O	AN	1/30	Not used
BGN07	640	Transaction Type Code Description: Code specifying the type of transaction	O	ID	2/2	Not used
BGN08	306	Action Code Description: Code indicating type of action	O	ID	1/2	Not used
BGN09	786	Security Level Code Description: Code indicating the level of confidentiality assigned by the sender to the information following	O	ID	2/2	Not used

Syntax:

C0504 -- If BGN05 is present, then BGN04 is required.

Semantics:

1. BGN02 is the transaction set reference number.
2. BGN03 is the transaction set date.
3. BGN04 is the transaction set time.
4. BGN05 is the transaction set time qualifier.
5. BGN06 is the transaction set reference number of a previously sent transaction affected by the current transaction.

ERP Educational Record Purpose

Pos: 030	Max: 1
Heading - Mandatory	
Loop: N/A	Elms: 3

To indicate the type of educational record or information being requested or being sent and to specify conditions under which it is being requested or was sent

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
ERP01	640	Transaction Type Code (Transcript Purpose Code) Description: Code specifying the type of transaction <u>Code</u> <u>Description</u> DD Interdistrict (Pre-Kindergarten - Grade 12) Student Record DP District to Postsecondary Student Record PS Postsecondary Student Academic Record	M	ID	2/2	Must use
ERP02	641	Status Reason Code Description: Code indicating the status reason	O	ID	3/3	Not used
ERP03	306	Action Code Description: Code indicating type of action <u>Code</u> <u>Description</u> R2 Send Record Now R3 Send Record at End of the Term R4 Send Record After Degree is Posted R5 Send Vocational Record Only	O	ID	1/2	Used

Semantics:

1. ERP01 identifies the type of transaction set.
2. ERP02 indicates why the record or information is being sent or not being sent.

Note to User:

This segment indicates the type of transcript and what action is being requested.

REF Reference Identification (Student Identification Number)

Pos: 040	Max: 10
Heading - Mandatory	
Loop: N/A	Elms: 4

To specify identifying information

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																										
REF01	128	Reference Identification Qualifier Description: Code qualifying the Reference Identification Note to User: This code identifies the type of student identification number being transmitted in REF02. At most locales, this will be the "student number" reflected in the data base of the requesting institution. More than one reference number may be included by sending multiple occurrences (up to 10) of this segment. <table><tr><th><u>Code</u></th><th><u>Description</u></th></tr><tr><td>28</td><td>Employee Identification Number</td></tr><tr><td>30</td><td>United States Government Visa Number</td></tr><tr><td>48</td><td>Agency's Student Number. This is the number assigned by an agency other than the institution sending the record.</td></tr><tr><td>49</td><td>Family Unit Number</td></tr><tr><td>4A</td><td>Personal Identification Number (PIN)</td></tr><tr><td>50</td><td>State Student Identification Number</td></tr><tr><td>56</td><td>Corrected Social Security Number</td></tr><tr><td>57</td><td>Prior Incorrect Social Security Number</td></tr><tr><td>C0</td><td>Canadian Social Insurance Number</td></tr><tr><td>LR</td><td>Local Student Identification Number</td></tr><tr><td>MV</td><td>Migrant Number</td></tr><tr><td>SY</td><td>Social Security Number</td></tr></table>	<u>Code</u>	<u>Description</u>	28	Employee Identification Number	30	United States Government Visa Number	48	Agency's Student Number. This is the number assigned by an agency other than the institution sending the record.	49	Family Unit Number	4A	Personal Identification Number (PIN)	50	State Student Identification Number	56	Corrected Social Security Number	57	Prior Incorrect Social Security Number	C0	Canadian Social Insurance Number	LR	Local Student Identification Number	MV	Migrant Number	SY	Social Security Number	M	ID	2/3	Must use
<u>Code</u>	<u>Description</u>																															
28	Employee Identification Number																															
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4A	Personal Identification Number (PIN)																															
50	State Student Identification Number																															
56	Corrected Social Security Number																															
57	Prior Incorrect Social Security Number																															
C0	Canadian Social Insurance Number																															
LR	Local Student Identification Number																															
MV	Migrant Number																															
SY	Social Security Number																															
REF02	127	Reference Identification (Student Identification Number) Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Note to User: This is the identification number by which the student is known at the sending institution or agency. At most locales, this will be the "student number" reflected in the data base of the requesting institution. More than one reference number may be included by sending multiple occurrences (up to 10) of this segment.	X	AN	1/30	Used																										
REF03	352	Description Description: A free-form description to clarify the related data elements and their content Note to User: This is a free form text description of the student identification number as may be necessary for clarification or positive identification.	X	AN	1/80	Used																										

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
REF04	C040	Reference Identifier Description: To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	O	Comp		Not used

Syntax:

R0203 -- At least one of REF02 or REF03 is required.

Semantics:

1. REF04 contains data relating to the value cited in REF02.

Note to User:

This is used to provide an identification number for the individual student whose educational record is being requested. Up to 10 different student numbers may be provided by sending multiple occurrences of this segment.

DMG Demographic Information

Pos: 050	Max: 1
Heading - Optional	
Loop: N/A	Elms: 9

To supply demographic information

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
DMG01	1250	Date Time Period Format Qualifier (Format for Date of Birth) Description: Code indicating the date format, time format, or date and time format <u>Code</u> <u>Description</u> CM Date in Format CCYYMM CY Year Expressed in Format CCYY D8 Date Expressed in Format CCYYMMDD DB Date Expressed in Format MMDDCCYY	X	ID	2/3	Used
DMG02	1251	Date Time Period (Date of Birth) Description: Expression of a date, a time, or range of dates, times or dates and times	X	AN	1/35	Used
DMG03	1068	Gender Code Description: Code indicating the sex of the individual <u>Code</u> <u>Description</u> F Female M Male U Unknown	O	ID	1/1	Used
DMG04	1067	Marital Status Code Description: Code defining the marital status of a person <u>Code</u> <u>Description</u> A Common Law B Registered Domestic Partner D Divorced I Single K Unknown M Married R Unreported S Separated U Unmarried (Single or Divorced or Widowed) W Widowed X Legally Separated	O	ID	1/1	K12 Only

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
DMG05	1109	Race or Ethnicity Code Description: Code indicating the racial or ethnic background of a person; it is normally self-reported; Under certain circumstances this information is collected for United States Government statistical purposes Note to User: Use IND09-12 To indicate additional race/ethnicity codes. <u>Code Description</u> 7 Not Provided A Asian or Pacific Islander B Black C Caucasian D Subcontinent Asian American E Other Race or Ethnicity F Asian Pacific American G Native American H Hispanic I American Indian or Alaskan Native J Native Hawaiian N Black (Non-Hispanic) O White (Non-Hispanic) P Pacific Islander Z Mutually Defined	O	ID	1/1	K12 Only
DMG06	1066	Citizenship Status Code Description: Code indicating citizenship status <u>Code Description</u> 1 U.S. Citizen 2 Non-Resident Alien 3 Resident Alien 4 Illegal Alien 5 Alien 6 U.S. Citizen - Non-Resident 7 U.S. Citizen - Resident 8 Citizen 9 Non-citizen with Student Authorization A Non-permanent Resident Alien B Permanent Visa C Temporary Visa	O	ID	1/2	K12 Only
DMG07	26	Country Code (Country of Citizenship) Description: Code identifying the country Note to User: Refer to Appendix B for the complete code list.	O	ID	2/3	K12 Only

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
DMG08	659	Basis of Verification Code (Original Means of Birth Date Verification) Description: Code indicating the basis of verification Note to User: This code indicates the document used to verify the student's date of birth and/or country of citizenship. <u>Code</u> <u>Description</u> 1 Birth Certificate 2 Passport 3 Hospital Certificate 4 Affidavit 5 Immigration Document 6 Baptismal or Church Certificate 7 Physician's Certificate 8 Undocumented 9 Driver's License A Photo ID B Social Insurance Certificate	O	ID	1/2	K12 Only
DMG09	380	Quantity Description: Numeric value of quantity	O	R	1/15	Not used

Syntax:

P0102 -- If either DMG01 or DMG02 is present, then the other is required.

Semantics:

1. DMG02 is the date of birth.
2. DMG07 is the country of citizenship.
3. DMG09 is the age in years.

IND

Additional Individual Demographic Information

Pos: 060 Max: 1
Heading - Optional
Loop: N/A Elems: 12

To provide additional demographic information to the receiving school, institution, or agency to assist in identifying the particular student

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
IND01	26	Country Code (Country of Birth) Description: Code identifying the country Note to User: Refer to Appendix B for the complete code list..	O	ID	2/3	Used
IND02	156	State or Province Code (Place of Birth) Description: Code (Standard State/Province) as defined by appropriate government agency Note to User: Refer to Appendix B for the complete code list.	O	ID	2/2	Used
IND03	1096	County Designator (Place of Birth) Description: Code identifying the county within a state Note to User: This list is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.	O	ID	5/5	Used
IND04	19	City Name (Place of Birth) Description: Free-form text for city name	O	AN	2/30	Used
IND05	819	Language Code Description: Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)	O	ID	2/3	Not used
IND06	1476	Language Proficiency Indicator Description: Code indicating language proficiency	O	ID	1/1	Not used
IND07	819	Language Code Description: Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)	O	ID	2/3	Not used
IND08	819	Language Code Description: Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)	O	ID	2/3	Not used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
IND09	66	Identification Code Qualifier (National/Ethnic Origin Code Qualifier) Description: Code designating the system/method of code structure used for Identification Code (67) Note to User: This code identifies the code structure used in IND10 to indicate an additional national/ethnic origin or sub-category with which the student identifies. DMG05 should be used to indicate the student's primary race/ethnicity. <u>Code Description</u> 90 California Ethnic Subgroups Code Table	X	ID	1/2	K12 Only
IND10	67	Identification Code (National/Ethnic Origin Code) Description: Code identifying a party or other code Note to User: This code identifies an additional national/ethnic origin or sub-category with which the student identifies. DMG05 should be used to indicate the student's primary race/ethnicity. California Ethnic Subgroups Code Table. <u>Code Description</u> 100 American Indian or Alaska Native 110 North American Indian 170 Central American Indian 180 South American Indian 190 Alaska Native 191 Alaska American Indian 192 Athabascan 193 Haida 194 Tlingit 195 Tsimshian 196 Eskimo 197 Aleut 198 Inupiat 199 Yupik 200 Asian 210 Chinese 220 Japanese 230 Korean 240 Southeast Asian 241 Vietnamese 242 Cambodian 243 Hmong 244 Laotian 245 Thai 249 Other Southeast Asian 300 Pacific Islander 310 Polynesian 311 Hawaiian 312 Samoan 313 Tahitian 314 Tongan 319 Other Polynesian 320 Micronesian 321 Guamanian 329 Other Micronesian 330 Melanesian	X	AN	2/80	K12 Only

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		390 Other Pacific Islander 400 Filipino 500 Hispanic/Latino 510 Mexican 520 Central American 521 Guatemalan 522 Costa Rican 523 Salvadoran 524 Nicaraguan 525 Panamanian 526 Honduran 529 Other Central American 530 South American 531 Argentinian 532 Bolivian 533 Brazilian 534 Chilean 535 Colombian 536 Ecuadorian 537 Paraguayan 538 Peruvian 539 Uruguayan 540 Venezuelan 549 Other South American 550 Other Hispanic/Latino 551 Cuban 552 Puerto Rican 553 Dominican 554 Spaniard 600 African American (Black) 610 African American, non-Hispanic origin 620 African American, Hispanic origin 690 Other African, not native 700 Caucasian (White) 710 Caucasian, non-Hispanic origin 720 Caucasian, Hispanic origin				
IND11	66	Identification Code Qualifier (National/Ethnic Origin Code Qualifier) Description: Code designating the system/method of code structure used for Identification Code (67) Note to User: This code identifies the code structure used in IND12 to indicate an additional national/ethnic origin or sub-category with which the student identifies. DMG05 should be used to indicate the student's primary race/ethnicity. <u>Code Description</u> 90 California Ethnic Subgroups Code Table	X	ID	1/2	K12 Only
IND12	67	Identification Code (National/Ethnic Origin Code) Description: Code identifying a party or other code Note to User: This code identifies an additional sub-national/ethnic origin or sub-category with which the student identifies. DMG05 should be used to indicate the student's primary race/ethnicity. California Ethnic Subgroup Codes are listed under IND10.	X	AN	2/80	K12 Only

Syntax:

P0910 -- If either IND09 or IND10 is present, then the other is required.

P1112 -- If either IND11 or IND12 is present, then the other is required.

Semantics:

1. IND01, IND02, IND03, and IND04 refer to the place of birth.
2. IND05 refers to the student's native or first language.
3. IND07 refers to the language spoken in the home.
4. IND08 refers to the language for correspondence to the student or applicant.

SSE Entry and Exit Information

Pos: 070	Max: 1
Heading - Optional	
Loop: N/A	Elms: 4

To provide information concerning the entry into or withdrawal from a school, school program, school district, or postsecondary institution

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
SSE01	373	Date (Entry Date) Description: Date expressed as CCYYMMDD	O	DT	8/8	Used
SSE02	373	Date (Exit Date) Description: Date expressed as CCYYMMDD	O	DT	8/8	Used
SSE03	641	Status Reason Code (Reason for Entry or Exit) Description: Code indicating the status reason <div style="margin-left: 20px;"> <u>Code</u> <u>Description</u> B27 Student is eligible to continue or return or both B28 Student is on suspension or dismissal B29 Student is expelled (from PreK - grade 12) B31 Not currently enrolled B38 Dropped B39 Academic Probation B40 Suspended B51 Student on Suspension or Dismissal; Eligible to Apply for Re-entry B52 According to established regulations or statutes D03 Student has attended a nonpublic school or home education program in- or out-of-state this year D04 Student was received from another attendance reporting unit in the same school D05 Student was received from a school in the same district D06 Student was received from another public school outside the district either in- or out-of-state D07 Student was received from a nonpublic school either in or out of the district or has returned after having been enrolled in a home education program; The student must have been enrolled previously in a public school this year D08 Student unexpectedly reentered the same school after withdrawing or being discharged D09 Student was expected to attend a school but did not enter as expected for unknown reasons D10 Student was promoted, retained, or transferred to another attendance-reporting unit in the same school D11 Student was promoted, retained, or transferred to another school in the same district D12 Student withdrew to attend another public school in the same district D13 Student withdrew to attend another public school in- or out-of-state D14 Student Over Compulsory Attendance Age Left School Voluntarily with No Intention of Returning </div>	O	ID	3/3	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		D15 Student Graduated from School with a Standard Diploma D16 Student Graduated from School with a Special Diploma D17 Student Left School with a Certificate of Completion D18 Student Left School with a Special Certificate of Completion D19 Student Left School with a State General Education Development (GED) High School Diploma D20 Student Withdrew to Attend a Non-Public School or Home Education Program In- or Out-of-State. D21 Student withdrew from school due to hardship D22 Student has not entered any school in this or any other state this school year D23 Previously attended out-of-state public school but is entering a public school in this state for the first time this school year D24 Returned to Regular Education Program EB1 Deceased EB3 Withdrawn EB4 Graduated				
SSE04	1470	Number (Priority of Choice) Description: A generic number	O	N0	1/9	Not used

Semantics:

1. SSE01 refers to the entry date of the student in a school, school district, or school program.
2. SSE02 refers to the exit date of the student in a school, school district, or school program.
3. SSE03 refers to the reason why the student entered or left the school, school district, or school program.
4. SSE04 refers to the priority of choice for an intended entry into a school, school program, school district, or postsecondary institution.

Note to User:

This is used to indicate dates of attendance at the institution receiving the request. This segment is not used in the postsecondary request for a student record.

SST Student Academic Status

Pos: 080	Max: 1
Heading - Optional	
Loop: N/A	Elms: 9

To provide information concerning the student's eligibility to return to the reporting institution, enrollment status, residency for fee purposes, and date and type or status of high school graduation

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
SST01	641	Status Reason Code (High School Graduation Type Code) Description: Code indicating the status reason Note to User: This is a code indicating the type of high school diploma or certification the student was, or is expected to be, awarded. <u>Code</u> <u>Description</u> B17 Did not complete secondary school B18 Standard high school diploma B19 Advanced or honors diploma B20 Vocational diploma B21 Special education diploma B22 Certificate of completion or attendance B23 Special certificate of completion B24 General Education Development Diploma (GED) B25 Other high school equivalency diploma B26 International diploma or certificate (such as International Baccalaureate)	O	ID	3/3	Used
SST02	1250	Date Time Period Format Qualifier (Format for High School Graduation Date) Description: Code indicating the date format, time format, or date and time format <u>Code</u> <u>Description</u> CM Date in Format CCYYMM CY Year Expressed in Format CCYY D8 Date Expressed in Format CCYYMMDD DB Date Expressed in Format MMDDCCYY	X	ID	2/3	Used
SST03	1251	Date Time Period (High School Graduation Date) Description: Expression of a date, a time, or range of dates, times or dates and times Note to User: This is the date the student graduated or is expected to graduate from high school.	X	AN	1/35	Used
SST04	641	Status Reason Code Description: Code indicating the status reason	O	ID	3/3	Not used
SST05	1250	Date Time Period Format Qualifier Description: Code indicating the date format, time format, or date and time format	X	ID	2/3	Not used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SST06	1251	Date Time Period Description: Expression of a date, a time, or range of dates, times or dates and times	X	AN	1/35	Not used
SST07	641	Status Reason Code Description: Code indicating the status reason	O	ID	3/3	Not used
SST08	1131	Level of Individual, Test, or Course Code Description: Code identifying level of course, test, or student	O	ID	2/2	Not used
SST09	1073	Yes/No Condition or Response Code Description: Code indicating a Yes or No condition or response	O	ID	1/1	Not used

Syntax:

P0203 -- If either SST02 or SST03 is present, then the other is required.

P0506 -- If either SST05 or SST06 is present, then the other is required.

Semantics:

1. SST01 refers to the type of high school diploma or certificate the student was awarded, if applicable.
2. SST03 is the date of high school graduation.
3. SST04 indicates if the student is in good standing at the school and is eligible to return. If not eligible to return, the code indicates the reason for this ineligibility to return to this institution.
4. SST06 refers to the date the student is eligible to return.
5. SST07 indicates if the student is currently enrolled at the institution and how the courses for which the student is enrolled are contained in the transaction set.
6. SST08 indicates the grade level of the student at the institution.
7. SST09 refers to the legal residence of the student for fee purposes. A "Y" indicates that the student has been coded as a legal resident of the state for fee purposes; an "N" indicates that the student has been coded as a nonresident of the state for fee purposes.

Note to User:

This optional segment provides the date (or anticipated date) of high school graduation.

NTE Note/Special Instruction

Pos: 090	Max: 15
Heading - Optional	
Loop: N/A	Elms: 2

To transmit information in a free-form format, if necessary, for comment or special instruction

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
NTE01	363	Note Reference Code Description: Code identifying the functional area or purpose for which the note applies	O	ID	3/3	Not used
NTE02	352	Description Description: A free-form description to clarify the related data elements and their content	M	AN	1/80	Must use

Comments:

1. The NTE segment permits free-form information/data which, under ANSI X12 standard implementations, is not machine processable. The use of the NTE segment should therefore be avoided, if at all possible, in an automated environment.

N1

Name (Sending/Receiving Institution)

Pos: 100	Max: 1
Heading - Mandatory	
Loop: N1	Elms: 6

To identify a party by type of organization, name, and code

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N101	98	Entity Identifier Code (Type of Sender or Receiver) Description: Code identifying an organizational entity, a physical location, property or an individual <u>Code Description</u> AS Postsecondary Education Sender of the Request AT Postsecondary Education Recipient of the Request KR Pre-kindergarten to Grade 12 Recipient of the Request KS Pre-kindergarten to Grade 12 Sender of the Request	M	ID	2/3	Must use
N102	93	Name (Institution Name) Description: Free-form name Note to User: This is the free form name of the institution or agency as commonly used. The N102 data element may be augmented by N2 data segments if the free form name exceeds 60 characters. This information is redundant if valid codes are sent in N103 and N104.	X	AN	1/60	Used
N103	66	Identification Code Qualifier (Institution Code Qualifier) Description: Code designating the system/method of code structure used for Identification Code (67) Note to User: A crosswalk table for code sets 71, 72, 73, 74, CB and CS is available on diskette from AACRAO at (202) 293-9161. <u>Code Description</u> 71 Integrated Postsecondary Education Data System (IPEDS) set of codes maintained by the U.S. Department of Education's National Center of Education Statistics 72 The College Board's Admission Testing Program (ATP) 73 Federal Interagency Commission on Education (FICE) number. Available from the United States Department of Education 74 American College Testing (ACT) list of postsecondary educational institutions. 77 National Center for Education Statistics (NCES) Common Core of Data (CCD) number for PreK - 12 institutions 78 The College Board and ACT 6 digit code list of secondary educational institutions CB Statistics Canada Canadian College Student Information System Institution Codes CS Statistics Canada University Student Information System University Codes	X	ID	1/2	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N104	67	Identification Code (Institution Code) Description: Code identifying a party or other code Note to User: This is the institution code from the code set identified in N103.	X	AN	2/80	Used
N105	706	Entity Relationship Code Description: Code describing entity relationship	O	ID	2/2	Not used
N106	98	Entity Identifier Code Description: Code identifying an organizational entity, a physical location, property or an individual	O	ID	2/3	Not used

Syntax:

R0203 -- At least one of N102 or N103 is required.

P0304 -- If either N103 or N104 is present, then the other is required.

Comments:

1. This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the Institution Code Qualifier (N103) and Code (N104) must be understood by both sender and receiver.
2. N105 and N106 further define the type of entity in N101.

Note to User:

One iteration of the N1 loop describes the sender and the other describes the receiver. In each case it is recommended that in the N1 segment, N103 and N104 be used to identify the institution. If this is not possible, N102 is available for the free-form name of the institution.

N2

Additional Name Information

Pos: 110	Max: 1
Heading - Optional	
Loop: N1	Elms: 2

To specify additional names or those longer than 35 characters in length

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N201	93	Name Description: Free-form name	M	AN	1/60	Must use
N202	93	Name Description: Free-form name	O	AN	1/60	Used

Note to User:

This segment can be used to extend the institutional name in those cases where the free-form name exceeds 35 characters in length. It is recommended, however, that this segment not be used if there is a valid code in the N1 segment (N104) since it is probably redundant.

N3

Address Information (Street Address of Sending/Receiving Institution)

Pos: 120	Max: 1
Heading: Optional	
Loop: N1	Elms: 2

To specify the location of the named party

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N301	166	Address Information Description: Address information	M	AN	1/55	Must use
N302	166	Address Information Description: Address information	O	AN	1/55	Used

N4

Geographic Location

Pos: 130 Max: 1
Heading - Optional
Loop: N1 Elms: 6

To specify the geographic place of the named party

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N401	19	City Name Description: Free-form text for city name	O	AN	2/30	Used
N402	156	State or Province Code Description: Code (Standard State/Province) as defined by appropriate government agency Note to User: Refer to Appendix B for the complete code list.	O	ID	2/2	Used
N403	116	Postal Code Description: Code defining international postal zone code excluding punctuation and blanks (zip code for United States) Note to User: For the United States, use ZIP codes as specified in the US Postal Service Publication 65, Code Set A-5. This is available from the U.S. Postal Service, Washington, DC 20260.	O	ID	3/15	Used
N404	26	Country Code Description: Code identifying the country Note to User: Refer to Appendix B for the complete code list.	O	ID	2/3	Used
N405	309	Location Qualifier Description: Code identifying type of location Note to User: This is a code identifying the type of location. Depending on the value of this code, N406 will be omitted or will contain another code or free-form text. Code Description AC City and State CC Country CI City CY County/Parish DR District of Residence F Current Address L Local Address M Mailing Address O Office Address P Permanent Address PT 3 Digit Canadian Postal Code PU 6 Digit Canadian Postal Code RE Regional Education Service Agency SB Suburban SD School District SH School Campus Code	X	ID	1/2	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		SP State/Province SS School TN Township UR Urban ZZ Mutually Defined				
N406	310	Location Identifier Description: Code which identifies a specific location	O	AN	1/30	Used

Syntax:

C0605 -- If N406 is present, then N405 is required.

Comments:

1. A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2. N402 is required only if city name (N401) is in the U.S. or Canada.

Note to User:

For a PreK-Grade 12 record, if the Identification Code Qualifier and Identification Code in N103 and N104 are not the NCES Common Core of Data district/school number, it is recommended that N401-406 be sent.

PER Administrative Communications Contact

Pos: 140	Max: 1
Heading - Optional	
Loop: N1	Elms: 9

To identify a person or office to whom administrative communications should be directed

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PER01	366	Contact Function Code Description: Code identifying the major duty or responsibility of the person or group named <u>Code Description</u> BP School Principal DN Dental School Admissions Office E2 Evening Programs Office FA Financial Aid Office GA Graduate Fine Arts Office GB Graduate Business Office GC Guidance Counselor GE Graduate Engineering Office GR Graduate Admissions Office LD Law School Admissions Office MC Medical Contact MD Medical Admissions Office OA Other Adult PK Performance Evaluation Committee PN Probation or Legal Officer PQ Parent or Guardian PS Personnel Department RG Registrar SB Student SF Student in Absentia SK School Clerk SP Special Program Contact SW Social Services Worker TC College of Education Admissions Office TH School of Theology Admissions Office UG Undergraduate Admissions Office VM School of Veterinary Medicine Admissions Office	M	ID	2/2	Must use
PER02	93	Name (Name of Contact Person) Description: Free-form name	O	AN	1/60	Used
PER03	365	Communication Number Qualifier Description: Code identifying the type of communication number <u>Code Description</u> AP Alternate Telephone AS Answering Service BN Beeper Number CP Cellular Phone EM Electronic Mail	X	ID	2/2	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		EX Telephone Extension FX Facsimile HF Home Facsimile Number HP Home Phone Number NP Night Telephone OF Other Residential Facsimile Number OT Other Residential Telephone Number PA Appointment Phone PC Personal Cellular PP Personal Phone TE Telephone TL Telex TM Telemail TN Teletex Number VM Voice Mail WC Work Cellular WF Work Facsimile Number WP Work Phone Number				
PER04	364	Communication Number Description: Complete communications number including country or area code when applicable	X	AN	1/80	Used
PER05	365	Communication Number Qualifier Description: Code identifying the type of communication number Note to User: Values are listed under PER03.	X	ID	2/2	Used
PER06	364	Communication Number Description: Complete communications number including country or area code when applicable	X	AN	1/80	Used
PER07	365	Communication Number Qualifier Description: Code identifying the type of communication number Note to User: Values are listed under PER03.	X	ID	2/2	Used
PER08	364	Communication Number Description: Complete communications number including country or area code when applicable	X	AN	1/80	Used
PER09	443	Contact Inquiry Reference Description: Additional reference number or description to clarify a contact number	O	AN	1/20	Used

Syntax:

P0304 -- If either PER03 or PER04 is present, then the other is required.

P0506 -- If either PER05 or PER06 is present, then the other is required.

P0708 -- If either PER07 or PER08 is present, then the other is required.

Note to User:

Since contact or notification data are not needed in routine circumstances, it is suggested that full contact information be provided only if special handling or delivery instructions are needed.

IN1 Individual Identification

Pos: 150	Max: 1
Heading - Mandatory	
Loop: IN1	Elms: 7

To provide identification of an individual or entity

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
IN101	1065	Entity Type Qualifier Description: Code qualifying the type of entity Note to User: This code indicates whether the entity described is a person or non-person (such as an agency). The postsecondary request for a transcript would send only "1 Person" to identify the student. <u>Code Description</u> 1 Person 2 Non-Person Entity	M	ID	1/1	Must use
IN102	1107	Name Type Code Description: Code identifying the type of name <u>Code Description</u> 01 Given Name (Name at Birth) 02 Current Legal 03 Alias 04 Name of Record 05 Previous Name 07 Married Name 08 Professional Name	M	ID	2/2	Must use
IN103	98	Entity Identifier Code Description: Code identifying an organizational entity, a physical location, property or an individual Note to User: A postsecondary request would only use "2 Student", but a postsecondary institution may receive a PreK - Grade 12 request with any of these codes. <u>Code Description</u> E1 Person or Other Entity Legally Responsible for a Child E2 Person or Other Entity With Whom a Child Resides E3 Person or Other Entity Legally Responsible for and With Whom a Child Resides E4 Other Person or Entity Associated with Student S1 Parent S2 Student S3 Custodial Parent	O	ID	2/3	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
IN104	128	Reference Identification Qualifier Description: Code qualifying the Reference Identification <u>Code Description</u> 28 Employee Identification Number 30 United States Government Visa Number 48 Agency's Student Number. This is the number assigned by an agency other than the institution sending the record. 49 Family Unit Number 4A Personal Identification Number (PIN) 50 State Student Identification Number 56 Corrected Social Security Number 57 Prior Incorrect Social Security Number C0 Canadian Social Insurance Number LR Local Student Identification Number MV Migrant Number SY Social Security Number ZZ Mutually Defined	X	ID	2/3	Used
IN105	127	Reference Identification Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Note to User: This is the reference number for the qualifier sent as IN104.	X	AN	1/30	Used
IN106	1069	Individual Relationship Code Description: Code indicating the relationship between two individuals or entities Note to User: This code indicates the relationship between the student and the person being reported in the current IN1 loop. If the current IN1 loop refers to the student or a non-person entity, then leave this data element blank. <u>Code Description</u> 01 Spouse 02 Son or Daughter 03 Father or Mother 04 Grandfather or Grandmother 05 Grandson or Granddaughter 06 Uncle or Aunt 07 Nephew or Niece 08 Cousin 09 Adopted Child 10 Foster Child 11 Son-in-law or Daughter-in-law 12 Brother-in-law or Sister-in-law 13 Mother-in-law or Father-in-law 14 Brother or Sister 15 Ward 17 Stepson or Stepdaughter 18 Self 19 Child 20 Employee 21 Unknown 22 Handicapped Dependent 23 Sponsored Dependent	O	ID	2/2	K12 Only

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		24 Dependent of a Minor Dependent				
		25 Ex-spouse				
		26 Guardian				
		27 Student				
		28 Friend				
		29 Significant Other				
		30 Both Parents				
		31 Court Appointed Guardian				
		32 Mother				
		33 Father				
		34 Other Adult				
		37 Agency Representative				
		48 Stepfather				
		49 Stepmother				
		50 Foster Parent				
		51 Emergency Contact				
		52 Employer				
		53 Life Partner				
		55 Adopted Daughter				
		56 Adopted Son				
		57 Adoptive Father				
		58 Adoptive Mother				
		59 Adoptive Parents				
		61 Aunt				
		62 Brother				
		63 Brother-in-Law				
		74 Daughter				
		75 Daughter-in-Law				
		76 Dependent				
		79 Ex-wife				
		80 Family Member				
		81 Father-in-Law				
		82 Fiancé (Male)				
		83 Financée (Female)				
		86 Foster Daughter				
		87 Foster Father				
		88 Foster Mother				
		90 Foster Son				
		97 Grandfather				
		98 Grandmother				
		99 Grandparents				
		A2 Great Aunt				
		A3 Ex-husband				
		A4 Half Brother				
		A5 Half Sister				
		A6 Husband				
		A9 Mother-in-Law				
		B1 Nephew				
		B2 Niece				
		B3 Parents-in-Law				
		B4 Partnership				
		B5 Partner				
		B7 Sister				
		B8 Sister-in-Law				
		C1 Son				
		C2 Son-in-Law				
		C3 Step Brother				
		D3 Uncle				

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		D4 Wife D5 Teacher D6 School Counselor D7 School Principal D8 Other School Administrator D9 Coach E1 Activity Sponsor E2 Supervisor E4 Minister or Priest E5 Ecclesiastical or Religious Leader E7 Probation Officer E9 Advisor G2 Educator/Teacher/Instructor G6 Medical Care Provider G8 Other Relationship G9 Other Relative ZZ Mutually Defined				
IN107	1131	Level of Individual, Test, or Course Code (Parent/Guardian Education Level) Description: Code identifying level of course, test, or student	O	ID	2/2	Not used

Syntax:

P0405 -- If either IN104 or IN105 is present, then the other is required.

Semantics:

1. IN101 defines entity type (person or nonperson).
2. IN102 defines type or usage of name.
3. IN103 defines role of entity. If IN103 equals "03", then IN106 is required.
4. IN104 identifies number type in IN105 as Social Security or Tax ID.
5. IN106 defines type of dependent relationship.

Note to User:

Complete and proper identification of the student whose educational record is being requested is of utmost importance. Careful attention to this segment will assist the receiving institution in matching this request to the correct student.

A postsecondary institution will not send IN103 through IN107 in a request for a student record but may receive IN104 and IN105 from a PreK-Grade12 school or district.

IN2 Individual Name Structure Components

Pos: 160 Max: 10
Heading - Mandatory
Loop: IN1 Elms: 2

To sequence individual name components for maximum specificity

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																																		
IN201	1104	Name Component Qualifier Description: Code identifying the type of name component <table><thead><tr><th><u>Code</u></th><th><u>Description</u></th></tr></thead><tbody><tr><td>01</td><td>Prefix</td></tr><tr><td>02</td><td>First Name</td></tr><tr><td>03</td><td>First Middle Name</td></tr><tr><td>04</td><td>Second Middle Name</td></tr><tr><td>05</td><td>Last Name</td></tr><tr><td>06</td><td>First Initial</td></tr><tr><td>07</td><td>First Middle Initial</td></tr><tr><td>08</td><td>Second Middle Initial</td></tr><tr><td>09</td><td>Suffix</td></tr><tr><td>12</td><td>Combined (Unstructured) Name</td></tr><tr><td>14</td><td>Name of an agency</td></tr><tr><td>15</td><td>Maiden or former name</td></tr><tr><td>16</td><td>Composite name (used if the name cannot be broken into separate parts)</td></tr><tr><td>17</td><td>Middle Names</td></tr><tr><td>18</td><td>Preferred First Name or Nickname</td></tr><tr><td>22</td><td>Organization Name</td></tr></tbody></table>	<u>Code</u>	<u>Description</u>	01	Prefix	02	First Name	03	First Middle Name	04	Second Middle Name	05	Last Name	06	First Initial	07	First Middle Initial	08	Second Middle Initial	09	Suffix	12	Combined (Unstructured) Name	14	Name of an agency	15	Maiden or former name	16	Composite name (used if the name cannot be broken into separate parts)	17	Middle Names	18	Preferred First Name or Nickname	22	Organization Name	M	ID	2/2	Must use
<u>Code</u>	<u>Description</u>																																							
01	Prefix																																							
02	First Name																																							
03	First Middle Name																																							
04	Second Middle Name																																							
05	Last Name																																							
06	First Initial																																							
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08	Second Middle Initial																																							
09	Suffix																																							
12	Combined (Unstructured) Name																																							
14	Name of an agency																																							
15	Maiden or former name																																							
16	Composite name (used if the name cannot be broken into separate parts)																																							
17	Middle Names																																							
18	Preferred First Name or Nickname																																							
22	Organization Name																																							
IN202	93	Name Description: Free-form name Note to User: This is the free-form text of the name component or full name as indicated in IN201.	M	AN	1/60	Must use																																		

Semantics:

- IN201 defines the component of a structured name.

Note to User:

This segment is used to provide the receiving educational institution (recipient of the request) with complete identification of the name of the individual student whose records are being requested. It can also be used to send the names of adults or agencies responsible for students in the PreK-Grade 12 sector. The absence of this segment is likely to invalidate the usefulness of the record by the receiving institution or agency, since the primary means of identification in many environments is the student's name. Some students may not have other means of identification that would be significant for the receiving institution.

Each occurrence of the IN2 qualifies a name component or the full name appearing in IN202.

N3

Address Information

Pos: 170	Max: 1
Heading - Optional	
Loop: IN1	Elms: 2

To specify the location of the named party

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N301	166	Address Information Description: Address information	M	AN	1/55	Must use
N302	166	Address Information Description: Address information	O	AN	1/55	Used

Note to User:

This segment is used to provide the primary mailing (street) address to be used to correspond with the individual identified in the current IN1 loop.

N4

Geographic Location

Pos: 180	Max: 1
Heading - Optional	
Loop: IN1	Elms: 6

To specify the geographic place of the named party

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage																		
N401	19	City Name Description: Free-form text for city name	O	AN	2/30	Used																		
N402	156	State or Province Code Description: Code (Standard State/Province) as defined by appropriate government agency Note to User: Refer to Appendix B for the complete code list..	O	ID	2/2	Used																		
N403	116	Postal Code Description: Code defining international postal zone code excluding punctuation and blanks (zip code for United States) Note to User: For the United States, use ZIP codes as specified in the U.S. Postal Service Publication 65, Code Set A-5. This is available from the U.S. Postal Service, Washington, DC 20260.	O	ID	3/15	Used																		
N404	26	Country Code Description: Code identifying the country Note to User: Refer to Appendix B for the complete code list.	O	ID	2/3	Used																		
N405	309	Location Qualifier Description: Code identifying type of location Note to User: This is a code identifying the type of location. Depending on the value of this code, N406 will be omitted or will contain another code or free-form text. If the value "DT" appears in N405, then a code must appear in N406. The valid codes for Domicile Type are listed in N406. <table><tr><th>Code</th><th>Description</th></tr><tr><td>DT</td><td>Domicile Type Code</td></tr><tr><td>F</td><td>Current Address</td></tr><tr><td>H</td><td>Home Address</td></tr><tr><td>I</td><td>Home Base Address</td></tr><tr><td>L</td><td>Local Address</td></tr><tr><td>M</td><td>Mailing Address</td></tr><tr><td>O</td><td>Office Address</td></tr><tr><td>P</td><td>Permanent Address</td></tr></table>	Code	Description	DT	Domicile Type Code	F	Current Address	H	Home Address	I	Home Base Address	L	Local Address	M	Mailing Address	O	Office Address	P	Permanent Address	X	ID	1/2	K12 Only
Code	Description																							
DT	Domicile Type Code																							
F	Current Address																							
H	Home Address																							
I	Home Base Address																							
L	Local Address																							
M	Mailing Address																							
O	Office Address																							
P	Permanent Address																							

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																																
N406	310	Location Identifier Description: Code which identifies a specific location Note to User: If N405 was :DT", then one of the valid codes associated with "DT" should be included here. Valid codes for "DT" are: <table><tr><th><u>Code</u></th><th><u>Description</u></th></tr><tr><td>01</td><td>Parent or guardian's home</td></tr><tr><td>02</td><td>Student's own home</td></tr><tr><td>03</td><td>Foster home</td></tr><tr><td>04</td><td>Other adult's home</td></tr><tr><td>05</td><td>Boarding house</td></tr><tr><td>06</td><td>Cooperative house</td></tr><tr><td>07</td><td>Dormitory</td></tr><tr><td>08</td><td>Rooming house</td></tr><tr><td>09</td><td>Crisis shelter</td></tr><tr><td>10</td><td>Disaster shelter</td></tr><tr><td>11</td><td>Transient shelter</td></tr><tr><td>12</td><td>Licensed children's institution</td></tr><tr><td>13</td><td>Residential treatment center</td></tr><tr><td>14</td><td>Youth detention center</td></tr><tr><td>15</td><td>No home</td></tr></table>	<u>Code</u>	<u>Description</u>	01	Parent or guardian's home	02	Student's own home	03	Foster home	04	Other adult's home	05	Boarding house	06	Cooperative house	07	Dormitory	08	Rooming house	09	Crisis shelter	10	Disaster shelter	11	Transient shelter	12	Licensed children's institution	13	Residential treatment center	14	Youth detention center	15	No home	O	AN	1/30	K12 Only
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Syntax:

C0605 -- If N406 is present, then N405 is required.

Comments:

1. A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2. N402 is required only if city name (N401) is in the U.S. or Canada.

Note to User:

This segment is used to provide city, state, ZIP (postal) code and country address information to be used to correspond with the individual identified in the current IN1 loop.

SE

Transaction Set Trailer

Pos: 190	Max: 1
Heading - Mandatory	
Loop: N/A	Elms: 2

To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SE01	96	Number of Included Segments Description: Total number of segments included in a transaction set including ST and SE segments	M	N0	1/10	Must use
SE02	329	Transaction Set Control Number Description: Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set Note to User: This should contain the same value as that transmitted in ST02.	M	AN	4/9	Must use

Comments:

- SE is the last segment of each transaction set.